

# WEST VIRGINIA DIVISION OF JUVENILE SERVICES

**POLICY NUMBER:** 

506.00

**PAGES**:

2

**CHAPTER:** 

**Juvenile Services** 

## **REFERENCE AND RELATED STANDARDS:**

WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JTS-5E-01 thru 5E-06; ACA 3-JDF-5D-01/02/03

**SUBJECT:** Library Services

**DATE:** October 1, 2007

### **POLICY**

This policy governs the facility's library program, including acquisition of materials, hours of availability, and staffing

## **CANCELLATION**

This is a new policy.

### **APPLICABILITY**

This Policy applies to ALL Division of Juvenile Services' Facilities.

#### **PROCEDURES**

- 1. All facilities will have library services that provide, at a minimum, the following:
  - a. planned and continuous acquisition of materials to meet the needs of users
  - b. logical organization of materials for convenient use
  - c. circulation of materials to satisfy the needs of users
  - d. information services to locate facts as needed
  - e. a reader's advisory serve that helps provide users suitable materials
  - f. promotion of the uses of library materials
  - g. a congenial library atmosphere
- 2. The facility superintendent/director will have available a qualified person who coordinates and supervises library services.
- 3. The principles, purposes, and criteria used in the selection and maintenance of library materials should be designed to meet the educational, informational, and recreational needs

Chapter	Subject	Policy #	Page
Juvenile Services	Library Services	506.00	2 of 2

of the juveniles.

- 4. There is a systematic approach to determining the library service needs of the population.
- 5. Library services are provided and are available to all juveniles.
- 6. The library is functional in design and inviting in appearance.
- 7. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

## **RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

Director

tor Date